

Project Coordinator

Job Duties/Responsibilities:

This position reports to the WMF-676 Treatment Facility Project Manager. The job provides the WMF-676 Production Manager, Nuclear Facility Managers, Shift Managers and Operations support to ensure consumables and parts are available, daily activities are conducted efficiently, production planning issues are worked, priorities are identified and worked, and continuous improvement of Conduct of Operations implementation in the field is identified. This position frequently acts as a liaison and expeditor between operations and other support organizations. This position is in direct support of Operations Management to provide daily assistance and enablement of their objectives. The job's support includes active monitoring of Maximo levels and parts/consumables on hand to support scheduled operational work including working with Supply Chain in ordering and deliveries. This requires an understanding of forecasts, budgets, schedules, and consumption rates. Production planning activities include working with production planners and Operations Managers to ensure steady supply of correct feed for the Treatment Facility. The position also entails assisting with NCR dispositions and closures including SCW and 370 drum dispositions. Perform research, gather data, analyze, prepare reports and recommend changes for new and existing processes and tasks. Make decisions and recommendations within policy guidelines; exercise initiative in adapting and applying procedures to address unusual problem situations. Ensure safety is an integral part of each task by obeying safety rules and regulations and communicating safety violations and concerns to supervision or management; promote effective communication efforts both vertically and horizontally in the organization. Be willing and able to work rotating shift work.

Minimum Qualifications/Skills Requirements:

- 1- High School degree
 - 2- Two years applicable experience
 - 3- Proven Teamwork and good communication skills are required
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